



OFFICE OF THE CHANCELLOR
405 HILGARD AVENUE
LOS ANGELES, CALIFORNIA 90095-1405

June 24, 2010

DA 130.04

ADMINISTRATIVE VICE CHANCELLOR SAM J. MORABITO
VICE CHANCELLOR EUGENE WASHINGTON, HEALTH SCIENCES

Delegation of Authority – Exceptions to Policy Governing Moving Expenses for Managers & Senior Professionals (MSP) and Professional and Support Staff (PSS) Personnel, and Approving Relocation Allowances (MSP)

References: (a) UC Business & Finance Bulletin G-13, Policy & Regulations Governing Moving & Relocation, dated 3/31/2010.

Supersedes: UCLA DA 130.02 (Moving and Relocation Expenses for Newly Hired and Transfer Employees), to Vice Chancellors Levey and Morabito, dated 12/14/2007.

Effective as of the date above, I hereby delegate to you, within your respective areas of responsibility, the authority to approve exceptions to the policies and procedures contained in UC Business & Finance Bulletin (BFB) G-13 (Reference a., above) regarding moving expenses for newly hired and transfer employees in PSS and MSP classifications. You are also authorized to approve relocation allowances for MSP positions, in accordance with the provisions of BFB G-13.

Moving Expenses, Exceptions (in part):

"The exception request must specify the purpose, circumstances or need, applicable dates, and the name of the individual to whom the exception is granted. When an exception has been granted, the reimbursement of expenses shall be limited to the actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances."

Relocation Allowances (in part):

"A relocation allowance payment is intended to offset higher living costs in a new location; however, the total value of such a payment may not exceed 25% of an appointee's annualized base salary."

"Relocation allowances may be provided to individuals recruited for MSP positions within California; however, eligibility is limited to individuals who, at the time of recruitment, are not employed by the University and who reside outside of California."

This delegation is being reissued due to substantive changes in BFB G-13. Any redelegation of this authority shall be in writing with copies to me and those listed below.



Gene D. Block
Chancellor

cc: Executive Vice Chancellor & Provost
Executive Vice President – Business Operations
Vice President – Finance
Universitywide Policy Coordinator
Manager, Administrative Policies & Delegations